



Please submit your application via email (careers@fenway-group.com) with your name and prospective position in the subject line. We will review your information and get back to you!

Insert Operator

As an Insert Operator, you will work in our production environment to operate automated finishing and post-finishing equipment to meet job requirement. Working under the supervision of the Mail Department manager or a shift lead person, the Insert Operator operates a 6-station inserter according to specifications on the job ticket.

Responsibilities

- Report directly to the Lettershop Manager or a shift lead person
- Read the job ticket and follow directions on the job ticket
- Operate a 4 station and 6 station inserters
- Sort mail and tray all mail product, Stack mail skids
- Pay close attention to detail
- Previous Experience operating automated mailing equipment including Pitney Bowes, Mail Crafter, Bell Howell, MCS Inkjet, Neopost, FP Winkler + Dünnebier, etc.
- Other duties as assigned.
- Knowledge of USPS postal regulations.
- Ability to interpret barcodes for quality control purposes
- Ability to work in a fast-paced environment
- Ability to work well with others

Benefits: Health and Dental, 401k with Employer Match, Paid Holidays, Paid Time Off

Job Type: Full Time, Part Time, 1st or 2nd Shift

Thank you for your interest in joining the Fenway Group team!